

# **BANNER PERMIT APPLICATION**

**VILLAGE OF ENDICOTT**  
1009 E Main St., Endicott, NY 13760  
Phone (607) 757-2411

This application is submitted pursuant to Chapter 193, Article III of the Endicott Village Code. By submitting this application, you certify that you have reviewed Chapter 193, Article III of the Endicott Village Code and that this application is in compliance with the requirements thereof.

Applications for banner permits must be submitted at least thirty-five (35) calendar days prior to the event, not including the date of submission. Applications submitted less than thirty-five (35) calendar days but not less than thirty (30) calendar days prior to the event will be subject to late fees as set forth from time to time by the Village Board. Late fees will be applied to each day which is less than thirty-five (35) calendar days prior to the event. Applications received less than thirty (30) calendar days prior to the event will be rejected. The resubmission of a permit application will not allow for the modification or suspension of submission deadlines. Incomplete applications will be rejected.

*If additional space is necessary, please utilize and attach additional pages as needed.*

## **Applicant Information**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## **Banner Information**

Banner dimensions: \_\_\_\_\_ *Banner dimensions cannot exceed 42 inches by 20 feet.*

Words and/or Designs planned to be displayed on the banner: \_\_\_\_\_

Preferred banner display location: \_\_\_\_\_

Requested display dates: \_\_\_\_\_

Date banner will be delivered to the Village for display: \_\_\_\_\_

*Locations and display dates are granted on a first-come, first-served basis. However, banner applicants in good standing with the Village have the right of first refusal of the location and dates from which they had a banner the year prior. The Village reserves the right to modify the banner display location and/or display dates based upon availability.*

Did you include the required fee with this application?  Yes  No

**Terms and Conditions**

All banners shall be made of canvas or heavy-duty vinyl. Metal grommets must be placed at all four corners and every two feet along the banner. Banners which are erected over and across a public highway but which are not attached to a solid structure, such as an overpass or bridge, must have wind flaps. No banner shall exceed the maximum dimensions of 42 inches by 20 feet.

**Indemnification**

The applicant agrees to hold harmless and indemnify the Village from any and all claims, actions, damages, or liabilities of every name and nature which may arise or be incurred by the Village as a consequence of placing the banner upon Village property. This shall include any damage to the banner or any injuries sustained by third parties as a result of faulty materials.

**Signature**

\_\_\_\_\_  
Name (print) of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***FOR VILLAGE USE ONLY***

Does this application include the full banner permit fee?  Yes  No

Does this application answer and/or fill in every required field?  Yes  No

Was this application signed and dated by the applicant?  Yes  No

Approved       Modified       Denied

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date